



# **BRP WP 67 Approval for Pumping Sewage Prior to Septic Tank**

## **Instructions and Supporting Materials**

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### **Introduction**

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



# BRP WP 67 Approval for Pumping Sewage Prior to Septic Tank

## Permit Fact Sheet

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### 1. What is the purpose of this approval?

This approval is necessary to ensure that the disposal of sanitary sewage through the use of a subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

For a single-family dwelling designed in accordance with the provisions of 310 CMR 15.229(1) and (2), approval for pumping sewage prior to the septic tank is required only from the local approving authority; no DEP approval is required for such systems. However, in accordance with 310 CMR 15.229(3), all other types of facilities need DEP approval. DEP is the local approving authority for state and federal facilities, and reviews applications for pumping sewage prior to septic tanks at these facilities under another permit, BRP WP 63.

Any individual, business or organization proposing to pump sewage prior to its entrance to a septic tank as part of a Title 5 disposal system pursuant to 310 CMR 15.229(3), but excluding systems designed and approved pursuant to 310 CMR 15.229(1) and (2).

### 2. What other requirements should be considered when applying for this approval?

Only approval from the local approving authority is required for pumping sewage prior to septic tanks for a single family dwelling designed in accordance with the provisions of 310 CMR 15.229(1) and (2). No DEP approval is required for such systems.

DEP is the local approving authority for state and federal facilities. All approvals for pumping sewage prior to a septic tank for state and federal facilities are reviewed under another permit: BRP WP 63.

Note: This information on additional requirements is intended to serve as a guide to the applicant. Other requirements may also apply.

### 4. What is the application fee?

The application fee is \$70.

### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Department of Environmental Protection (2 copies)

\_\_\_\_\_ \* Regional Office

Title 5 Permitting Program

\*See "DEP Addresses and Phone Numbers" page included in this package.

There are no Reserve Copy Locations for these permits.

### 6. What is the timeline?

As of March 31, 1995 the timeline is:

	AC	T1	T2*
BRP WP 67	N/A	30	30

\*(A second technical review will only be conducted if necessary).



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## **Permit Fact Sheet**

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There is no public comment review period for these permits.

**7. What is the annual compliance fee?**

There is no annual compliance fee for this category.

**8. How long is this approval in effect?**

This approval remains valid as long as the system and facility served remain unchanged or until DEP revokes or modifies the approval.

**9. How can I avoid the most common mistakes made in applying for this approval?**

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure two (2) copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- c. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

**10. What are the regulations that apply to this approval? Where can I get copies?**

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Schedule Action and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834

State Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103-1317  
413-784-1376

DEP Regulations may also be obtained from DEP's website at <http://www.mass.gov/dep>.



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Title 5 Permitting

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Tank**

**Application Completeness Checklist**

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☐ The Transmittal Form is completed.

☐ The application form has been completed. The following information has been provided:

- ☐ Name and address of applicant/owner.
- ☐ Location (address) of facility.
- ☐ Name, address and telephone number of design engineer or sanitarian.
- ☐ Two (2) complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two (2) copies of the application along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Title 5 Permitting Program

\*See "DEP Addresses and Phone Numbers" page included in this package.

- ☐ Send fee of \$70 in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
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Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
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East Longmeadow  
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Gill  
Goshen  
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Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
Holyoke  
Huntington  
Lanesborough  
Lee  
Lenox  
Leverett  
Leyden  
Longmeadow  
Ludlow  
Middlefield

Monroe  
Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Palmer  
Pelham  
Peru

Pittsfield  
Plainfield  
Richmond  
Rowe  
Russell  
Sandisfield  
Savoy  
Sheffield  
Shelburne  
Shutesbury  
Southampton  
South Hadley  
Southwick  
Springfield  
Stockbridge  
Sunderland  
Tolland

Tyringham  
Wales  
Ware  
Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



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Hopedale

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Hudson  
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Leominster  
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Lunenburg  
Marlborough  
Maynard  
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Mendon  
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New Braintree  
Northborough  
Northbridge  
North Brookfield  
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Sutton  
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Townsend  
Tyngsborough  
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Uxbridge  
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Webster  
Westborough  
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West Brookfield  
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Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



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Stoughton  
Swansea  
Taunton

Tisbury  
Truro  
Wareham  
Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 654-6500  
Fax: (617) 556-1049  
TDD: (617) 574-6868



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Millis  
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Newton  
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North Reading  
Norwood  
Peabody

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Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
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Sherborn  
Somerville  
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Sudbury  
Swampscott  
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Winthrop  
Woburn



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Title 5 Permitting

# BRP WP 67

## Approval for Pumping Sewage Prior to Septic Tank

Transmittal Number \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

For a single-family dwelling designed in accordance with the provisions of 310 CMR 15.229(1) and (2), approval for pumping sewage prior to the septic tank is required only from the local approving authority; no DEP approval is required for such systems. However, in accordance with 310 CMR 15.229(3), all other types of facilities need DEP approval. DEP is the local approving authority for state and federal facilities, and reviews applications for pumping sewage prior to septic tanks at these facilities under another permit: BRP WP 63.

### A. General Information

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

2. Facility Address / Location (if different from applicant):

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

3. System Designer Information (Registered Sanitarian [RS] or Professional Engineer [PE] for systems under 2,000 gallons per day; PE for systems 2,000 gallons or more per day):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

4. Registration:

\_\_\_\_\_  
P.E.

\_\_\_\_\_  
Sanitarian

\_\_\_\_\_  
Registration Number

5. Is the facility served by the system a single-family dwelling?

☐ Yes ☐ No



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**Approval for Pumping Sewage Prior to Septic Tank**

Transmittal Number \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

**A. General Information (cont.)**

6. The legal entity which owns or will own this facility is:

☐ Individual

☐ Federal

☐ Municipality

☐ State / County

☐ Private Partnership

☐ Corporation

☐ Other (specify): \_\_\_\_\_

7. Two sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220.

Are plans and specifications enclosed?

☐ Yes ☐ No

Have the plans been revised?

☐ Yes ☐ No

8. Does the proposed system satisfy all technical requirements of 310 CMR 15.100 through 15.293?

☐ Yes ☐ No

If no, has a variance been sought?

☐ Yes ☐ No

**B. Certification**

"I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Date